



**DEPARTMENT OF THE AIR FORCE
78TH MISSION SUPPORT GROUP (AFMC)
Robins Air Force Base, Georgia**

MEMORANDUM FOR 78 MSG/SVF

FROM: _____ (office/POC)

SUBJECT: Request for Permission to Serve Alcoholic Beverages at an On-Base Area

1. Request permission to serve alcoholic beverages at a unit function we are planning to hold on _____ from _____ to _____ hours. Approximately _____ unit members and their guests will be attending. The function is planned to take place at _____. Recognizing the need for safety and responsible use of alcohol, I also make the commitments contained in the rest of this memorandum.
2. Only wine and/or beer will be served. We will not serve alcohol before 1100 or after 2400 and our function will end by 2400.
3. We have designated drivers for our function. Our designated drivers will not consume any alcoholic beverage on the day of the function, neither before nor during the function. The designate drivers are (name/rank/duty extension)
_____.
4. We will also serve non-alcoholic beverages and food at the function. We will ensure no one under age 21 consumes alcohol at the function.
5. I will monitor the conduct and sobriety of those attending this function. If necessary, I will seek the help of Senior NCOs and those in command positions to maintain good order and prevent the abuse of alcohol.

(printed name/signature of responsible member) (organization) (contact number)

1st Ind _____ (date _____)

MEMORANDUM FOR 78 MSG/SVF

I have reviewed with the person who signed the above memorandum the commitments made in the memorandum, and have emphasized the need to monitor the conduct and sobriety of those attending the function, in the interest of both personal and community safety. I also agree to adhere to the commitments in the above memorandum.

(printed name/signature of organizational commander)

2nd Ind to _____, (dated), Request for Permission to Serve Alcoholic Beverages at an On-Base Area

(office) (date)

MEMORANDUM FOR _____ (office)

Your request is APPROVED / DISAPPROVED.

(printed name/signature of 78 MSG/SVF)